# 340.15 Ordering Print Materials

### **Overview**

### Introduction

WIC agencies can order print materials for nutrition education and other program purposes from several organizational units in the Iowa Department of Public Health. This policy provides information about ordering materials.

### In this policy

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### **WIC Clinic Materials**

### **ISAIC**

The state WIC office provides clinic, nutrition and health education materials free of charge to local WIC agencies. Some materials are stored at the Iowa Substance Abuse Information Center (ISAIC), others must be ordered quarterly through the Iowa Department of Public Health (IDPH).

Examples of materials to be ordered include nutrition education and breastfeeding promotion brochures, health and nutrition history cards, *How to Use Your WIC Checks* brochures, etc.

## Ordering WIC Materials

WIC materials stored at the ISAIC Clearinghouse must be ordered by using ISAIC Clearinghouse Online Ordering System. This is found at <a href="http://healthclrhouse.drugfreeinfo.org/">http://healthclrhouse.drugfreeinfo.org/</a>. This website will be revised as materials are added or deleted from the available resources.

Agencies must fill out an order form provided by the State WIC office to receive materials that are not stored at the ISAIC Clearinghouse. The order form will be sent to local agencies quarterly.

### **Orders**

Materials may be ordered from ISAIC at any time. Orders are generally filled within 48 hours.

Materials ordered from IDPH may only be ordered quarterly.

### Registering

Contact state WIC staff to become a registered user on the ISAIC Clearinghouse Online Ordering System. A WIC Coordinator must approve an individual's access to the ordering system as there is a fee to set up a user account. An agency should have more than one registered user.

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### **Materials from Other Bureaus and Programs**

### Introduction

Several programs and bureaus in the Department produce print materials targeted to women, infants and children. These materials are distributed using a variety of methods.

### **Sources**

The table below lists contact information by bureau or program for ordering materials. Programs from the Department can also be accessed by using the search function through the Department's website at www.idph.state.ia.us.

Bureau of Family Health  Healthy Families Line Teen Line Provider Service Line  Bureau of Immunization & (800) 369-2229 Bureau of Oral and Health Delivery Systems Bureau of Lead Poisoning Prevention  Bureau of Substance Abuse  Bureau of Nutrition and Health Promotion  Pick A Better Snack & Act  Iowans Fit for Life  Bureau of Substance Quitline Iowa  Quitline Iowa  Iowa's Perinatal Depression Project  Www.idph.state.ia.us/hpcdp/ family_health.asp  www.idph.state.ia.us/hpcdp/ family_health.asp  www.idph.state.ia.us/lmmT B/Immunization.aspx?prog=Imm &pg=ImmHome http://www.idph.state.ia.us/OHDS //OralHealth.aspx  http://www.idph.state.ia.us/LPP/ http://www.idph.state.ia.us/LPP/ stance abuse.asp  http://www.idph.state.ia.us/NutritionHealthPromotion/ http://www.idph.state.ia.us/INN/PickABetterSnack.aspx  http://www.idph.state.ia.us/iowans fitforlife/Default.asp  www.quitnow.net/iowa/ www.iowasids.org www.sidsalliance.org  www.sidsalliance.org  http://www.beyondtheblues.info/ bepression Project  Healthy Families Line  http://www.beyondtheblues.info/	Bureau/Program	Contact	Website
<ul> <li>Teen Line</li> <li>Provider Service Line</li> <li>Bureau of Immunization &amp; (800) 831-6293</li> <li>Bureau of Immunization &amp; (800) 831-6293</li> <li>Bureau of Oral and Health Delivery Systems</li> <li>Bureau of Lead Poisoning Prevention</li> <li>Bureau of Substance Abuse</li> <li>Bureau of Nutrition and Health Promotion</li> <li>Pick A Better Snack &amp; Act</li> <li>Iowans Fit for Life</li> <li>Bureau of Substance Addition</li> <li>Reference Abouse</li> <li>Iowa SIDS Foundation</li> <li>Iowa's Perinatal Depression Project</li> <li>Reference Abuse (800) 443-8336 (800) 831-6293</li> <li>http://www.idph.state.ia.us/ImmT B/Immunization.aspx?prog=Imm &amp; pg=ImmHome</li> <li>http://www.idph.state.ia.us/OHDS / OralHealth.aspx</li> <li>http://www.idph.state.ia.us/LPP/</li> <li>http://www.idph.state.ia.us/Ibh/substance abuse.asp</li> <li>http://www.idph.state.ia.us/NutritionHealthPromotion/</li> <li>http://www.idph.state.ia.us/INN/PickABetterSnack.aspx</li> <li>http://www.idph.state.ia.us/iowansfitforlife/Default.asp</li> <li>www.guitnow.net/iowa/www.iowasids.org</li> <li>Healthy Families Depression Project</li> <li>Healthy Families http://www.beyondtheblues.info/</li> </ul>	Bureau of Family Health		www.idph.state.ia.us/hpcdp/
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